

Lake Tahoe Nevada State Park

POSITION ANNOUNCEMENT

Sales Representative III (Seasonal) - Starting Salary – \$9.50 / Hr.

The park is currently recruiting for a Sales Representative III position for the Tahoe Nevada Visitor Center at Sand Harbor. This position will be responsible for operating a small gift shop within the interpretive facility as well as maintaining a daily presence in order to greet the public and answer questions related to the interpretive message of the facility, the park, and its surrounding area. This position may be required to provide a variety of services to visitors including assistance with visitor center related interpretive programs. Duties may also include visitor center custodial responsibilities as well as the training and general supervision of other sales personnel and volunteers as assigned.

General Gift Shop Responsibilities:

- Maintain inventory records, quarterly reports, and month-end statistical reports
- Order products based on approved items and vendors.
- Receive and manage inventory.
- Complete weekly and monthly deposits.
- Oversee all front counter operations and general upkeep.
- Staff the front counter.

MINIMUM QUALIFICATIONS

* Candidates must possess and maintain a valid Nevada Class C driver's license*

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent education and 6 months of retail/sales experience that included front counter operations, maintaining inventory and reports, product stock management, and providing information and assistance to the public <OR> an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Basic retail operations and financial record keeping procedures.

NOTE: This position will work on a seasonal basis for a period of 6 months annually, approximately May through October. Funding and benefits are provided by the Nevada State Parks Cooperative Association which is a non-profit organization. **THIS IS NOT A NEVADA STATE POSITION.**

Interested parties please contact: LTNSP - (775) 831-0494 or tahoe@parks.nv.gov